

JOB AID # 4  
FOR BATTLE DRILL 4 PROCESS  
CONTRACT (P2P) WITH SPS  
WITHOUT WAWF




**Task:** Process CONTRACT (P2P) WITH SPS WITHOUT WAWF

**Condition:** As a Resource Manager (RM) working with a Deployable Fund Center. You will have access to the following systems: General Funds Enterprise Business System (GFEBS), Standard Procurement System (SPS) and Wide Area Workflow (WAWF). Create a Purchase Requisition (PR) and the Purchase Order (PO) and certify the payment for disbursing.

**Standards:** Validate accounts payable documents and prepare voucher(s) for payment with 100% accuracy by completing the following: PR&C, PO, Receiving Report, Vendor Invoices, upload supporting documents to GFEBS, conduct payment proposal and Disburse payment.

# GFEBS

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## GFEBS Home (Related Content ▾)







[AKO Home](#) > [DoD Organizations](#) > [Army](#) > [Headquarters, Department of the Army \(HQDA\)](#) > [Secretary of the Army \(SA\)](#)

Home  
Welcome to GFEBS

**General Fund Enterprise Business System (GFEBS)** is the Army's web-enabled financial, asset and accounting management system that s and the Army Reserve. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used Army Research and Development System (SOMARDS). After deployment, GFEBS will be one of the worlds largest government Enterprise Resou

**GFEBS Wallpaper**  
[800 x 600](#)  
[1024 x 768](#)  
[1600 x 1200](#)

### GFEBS System

-  [GFEBS GRC \(Access Control\)](#)  
GFEBS GRC
-  [GFEBS Portal \(Production\)](#) ←
-  [GFEBS Self-Service Home](#)  
Create/View/Update Helpdesk Requests (Note: NIPRNET Access is Required)
-  [GFEBS Training and Performance Support Website \(GFEBS Help\)](#)
-  [GFEBS Training Portal \(End User Training\)](#)
-  [GFEBS 1.4 QA Portal](#)

Click on the GFEBS Portal (production ) Tab



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CAC Login



1. Click on the CAC Login option.

The screenshot shows the GFEBS Home page. At the top, there are three tabs: 'GFEBS Home' (highlighted in yellow), 'ERP' (highlighted with a yellow circle and a yellow arrow pointing to it, with a '1' inside the circle), and 'Business Intelligence'. Below these tabs is a 'Home' button. On the left side, there is a 'Detailed Navigation' menu with two items: 'Welcome' and 'Universal Worklist'. The main content area on the right is titled 'Welcome to GFEBS!' and contains a date 'Tuesday, 4 September'. Below the date is a section titled 'Enhancement to SPS IDOC Processing and Error Notification' with an 'Attention' notice for GFEBS PO Interface Monitors, RMs and Contracting Officers. The notice states that GFEBS is implementing a planned enhancement to the Standard Procurement System (SPS) Interface that will impact three key areas of the SPS IDoc Interface. A numbered list item 1 states: 'When viewing detailed SPS IDoc information using transaction WE02 or the SPS IDoc Error Report, users will now be able to view ALL'. Below this is a 'Support' section with contact information for the GFEBS Help Desk, including phone, email, and a link to create new, view and update current requests via GFEBS Self-Service Home (NIPRNET access required).

GFEBS Home ERP Business Intelligence

Home

1

Detailed Navigation

- Welcome
- Universal Worklist

Welcome to GFEBS!

*Tuesday, 4 September*

**Enhancement to SPS IDOC Processing and Error Notification**

**Attention:** GFEBS PO Interface Monitors, RMs and Contracting Officers

GFEBS is implementing a planned enhancement to the Standard Procurement System (SPS) Interface that will impact three key areas of the SPS IDoc Interface.

1. When viewing detailed SPS IDoc information using transaction WE02 or the SPS IDoc Error Report, users will now be able to view ALL

**Support**

For any questions related to the system, please contact the GFEBS Help Desk via GFEBS Self-Service Home, by phone, or by email:

Phone: 1-866-757-9771 (+ 1 541 429 6442 internationally)

Email: [gfebs\\_helpdesk@accenture.com](mailto:gfebs_helpdesk@accenture.com)

Create new, view and update current requests via GFEBS Self-Service Home (NIPRNET access required): [remedyweb.gfebs-erp.army.mil](http://remedyweb.gfebs-erp.army.mil)

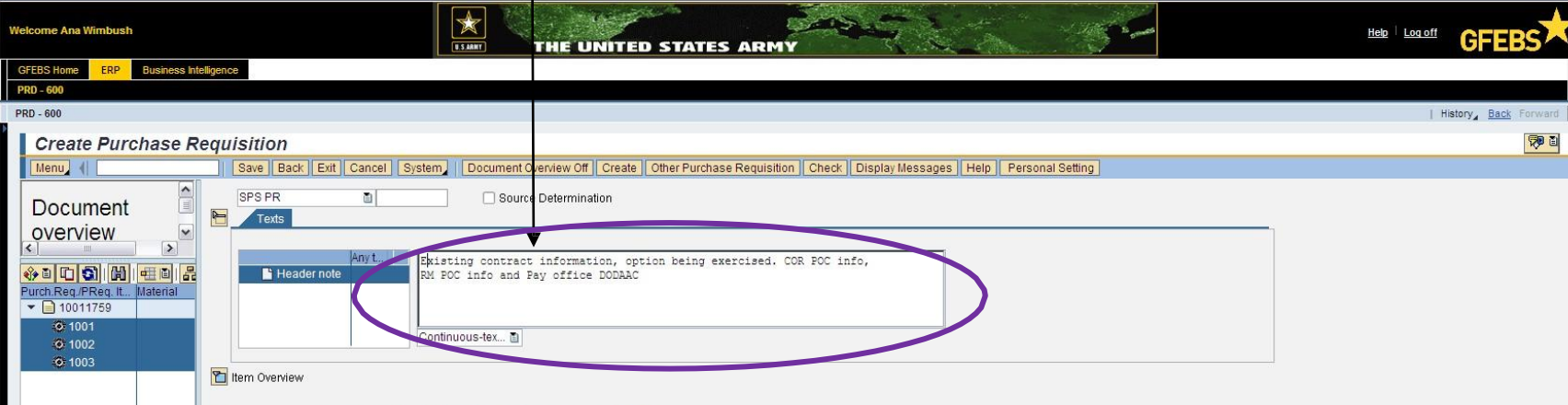
1 .Select the ERP tab

- 
- Welcome Ana Wimbush
- Help Log off GFEBS
- GFEBS Home ERP Business Intelligence
- PRD - 600
- PRD - 600 History Back Forward
- SAP Easy Access - User menu for Ana Wimbush**
- Menu ME51N Log off System User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down Move Favorites up
- ▶ Role EPS\_EC\_CM\_GENERAL\_DISPLAY\_0000
  - ▶ Role EPS\_EC\_CM\_COST\_PLAN\_MNTR\_0000
  - ▶ Role EPS\_EC\_CM\_GENERAL\_DISPLAY\_0000
  - ▶ Role EPS\_EC\_CM\_COST\_RATE\_MNTR\_0000
  - ▶ Role EPS\_EC\_CM\_GENERAL\_DISPLAY\_0000
  - ▶ Role EPS\_EC\_CM\_COST\_RECIV\_PROC\_0000

- 
- The screenshot displays the SAP 'Create Purchase Requisition' (PR) screen. At the top, the menu bar includes 'Menu', 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Document Overview On', 'Create', 'Other Purchase Requisition', 'Hold', 'Check', 'Help', and 'Personal Setting'. Below the menu bar, the header section features a 'SPS PR' field and a 'Source Determination' checkbox. The main area contains a table with columns: St, Item A, Short Text, Quantity, Unit, Val. Price, \*Total Value, Deliv. Date, P Org, Des. Vendor, Matl Group, P Gr, Plant, and Requis. The table has 10 rows of data, all with a total value of 0.00. A yellow bar at the bottom of the table indicates a total of 0.00. The bottom of the screen shows an 'Item' field with 'New Item' and a search icon.

Expand/collapse the portions of the PR as necessary.

and Pay office DODAAC



Document overview

Header note

Existing contract information, option being exercised. COR POC info, RM POC info and Pay office DODAAC

Continuous-text...

Item Overview

Item [1] 4001: CLINICAL REF LAB TESTING SERVI...

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address Customer Data

a. **A** (account assignment): **U= Unfunded K= Cost Center P= WBS.: F = Internal Order**

- |  | A   | B      | C                       | D        | E    | F         | G           | H          | I     | J          | K          | L                       |
|--|-----|--------|-------------------------|----------|------|-----------|-------------|------------|-------|------------|------------|-------------------------|
|  | St. | Item A | Short Text              | Quantity | Unit | Val Price | Total Value | Deliv Date | P Org | Des Vendor | Mati Group | P Gr Plant Requir       |
|  |     | U      | CLIN line title or name | 1        | ea   | 1.00      | 0.00        | 10/01/2012 | army  |            | 252g       | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | 0.00      | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |
|  |     |        |                         |          |      | -         | 0.00        |            |       |            |            | k04 Fort Sam HousA WIMB |

5. Once the information for all CLIN lines are input, **Press Enter**.  
Select the Valuation Tab and Enter Price

The screenshot shows the 'Create Purchase Requisition' window. The top menu bar includes 'Menu', 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Document Overview On', 'Create', 'Other Purchase Requisition', 'Check', 'Display Messages', 'Help', and 'Personal Setting'. Below the menu, there are fields for 'Miscellaneous Pay PR' and 'Source Determination'. The 'Texts' section contains a 'Header note' with the text: 'Requirements, existing contract information, option being exercised. CCR POC info, EA POC info and Pay office DODAAC'. The 'Continuous-text' section is empty. The 'Default Values' section shows a table of CLIN lines. The first line is selected, and its details are shown in the 'Item' section. The 'Valuation' tab is active, showing the 'Valuation Price' as 1.00 USD, 'Promotion' as empty, and 'Inv. Receipt' as checked. The 'Total Value' is 1.00 USD. A warning message at the bottom states: 'No Approvers found for PR. Please contact WF Approvers Administrator.'

Item	Item A	Short Text	Quantity	Unit	Val. Price	*Total Value	Deliv. Date	P Org	Des. Vendor	Matl Group	P Gr	Plant	Reqt
1	U	CLIN Line 1 Description	1.000	EA	1.00	1.00	10/01/2012	ARMY		Other Contract	K04	Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	

Item: [1] CLIN Line 1 Description

Material Data | Quantities | Dates | **Valuation** | Source of Supply | Status | Contact Person | Texts | Delivery Address | Customer Data

Valuation Price: 1.00 USD / 1 EA Total Value: 1.00 USD

Promotion:

☒ Inv. Receipt

No Approvers found for PR. Please contact WF Approvers Administrator.

Acknowledge any warnings at the bottom of the screen by pressing enter again.



6. Item information. Select the **Customer Data** Tab.

The screenshot shows the SAP Item Overview screen. The top table lists item data for 'CLIN Line 1 Description'. Below the table, the 'Customer Data' tab is selected and circled in purple. The 'PR Gen' sub-tab is also visible. The 'PR Gen' sub-tab contains fields for 'Full Name', 'Telephone', 'Funding Request', 'Reference PR', and 'PR Line'. Arrows point from the 'Customer Data' tab and the 'PR Gen' sub-tab to the explanatory text below.

This will default to an inner tab **PR Gen** Use the inner scroll as needed.

Mandatory Fields are **Full Name**, **Telephone No.** and **SRN**. Be sure to use the COR info and for the SRN type in existing contract number or an internal tracking number. After you save it you will have to go back in and change it to the PR number generated by GFEBS.

7. Scroll back up to Update/Review the Workflow tab.

The screenshot shows the SAP Item Overview screen with the 'Workflow' sub-tab selected and circled in purple. The 'Workflow' sub-tab contains fields for 'Requester/Approval DoDAAC' (with the value '7335W2' entered and circled in purple) and 'Approval Code'. The 'Approval Steps' section shows checkboxes for 'L1 Supervisor', 'L2 IT/Program Manager', 'L3 Property Book', 'L7 Safety', 'L8 Cardholder', and 'L4 Funds Certifier'. Arrows point from the 'Workflow' sub-tab and the 'Requester/Approval DoDAAC' field to the explanatory text below.

8. Enter your **DODAAC** and check the different Approvals required for the PR by clicking in the boxes.

9. Scroll back up to Update the **Contracts** tab.

Welcome Ana Wimbush

THE UNITED STATES ARMY

Help Log off GFEBS

PRD - 600

Create Purchase Requisition

Menu Save Back Exit Cancel System Document Overview Off Create Other Purchase Requisition Hold Check Help Personal Setting

Document overview

Purch Req/PRReq It... Material

1001  
1002  
1003

SPS PR

Source Determination

Texts

Header note

Existing contract information, option being exercised. COR POC info, RM POC info and Pay office DODARS

Continuous-tex...

Item Overview

Item [1] 4001: CLINICAL REF LAB TESTING SERVI...

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address Customer Data

PR Gen Workflow **Contracts** GPC LMP TFO

Item Details for Contracting

IPD 7 Pay Office HQ0490

DPAS Priority

NAICS 621511

Contract Info

PIIN ACRN

SPIIN CLIN

MOD SLIN

10. Enter the **Pay Office** (HQ0490), **NAICS**, and the **POP Start and End Date**

**Repeat this for every line. When all lines are updated press enter.**

11. Update the Account Assignment tab (with the LOA as necessary). If you selected U the Account assignment tab will not appear. In most locations the RM will load the Line of Accounting (LOA).

12. Next click on **Check** to verify the document.

Document overview

SPS PR

Source Determination

Header note

existing contract information, option being exercised. COR POC info, RM POC info and Pay office DODAAC

St...	Item A	Short Text	Quantity	Unit	Val. Price	Total Value	Deliv. Date	P Org	Des. Vendor	Matl Group	P Gr	Plant	Req.
	1 U	4001: CLINICAL REF LAB TESTING SERVICE	1.000	EA	1.00	1.00	10/01/2012	ARMY	1B VY9	IT Equipment	YTV	Fort Gordon	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	
					0.00	0.00						K04 Fort Sam HousA WI	

Item [1] 4001: CLINICAL REF LAB TESTING SERVI...

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address Customer Data

PR Gen Workflow Contracts GPC LMP TFO

POC Info/Approving Officer

Full Name ALFREDA G BRIGHT

Telephone 787-3972

Funding Modification Information

Funding Request

Reference PR PR Line

No messages issued during check

PRD (600)

13. A message advising no errors is displayed

14. Save to route the PR for approval. A new PR number will be displayed at the bottom of the screen

Recommend the initiator go back into **ME53N** (Display PR), and print the PR using T-Code **ZSSC\_Print\_PR** for their file.

Approvers will now need to go into **ME54N** to approve the PR